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BOSNIA AND HERZEGOVINA
FEDERATION OF BOSNIA AND HERZEGOVINA
FEDERAL OFFICE OF STATISTICS
SARAJEVO

METHODOLOGY OF CONDUCTING STATISTICAL RESEAR

ON THE NATURAL MOVEMENT OF THE POPUL

INSTRUCTIONS FOR

REGISTRARS on filling out statistical report

DEM-1 (on birth)
DEM-2 (about death)
DEM-3 (about marriage)
DEM-4 Overview of entries in the registers

I _____, certify that I am fluent (conversant) in the English and Bosnian and Croatian languages, and that the above/attached document is an accurate translation of the document attached entitled Federal Office of Statistics Instructions for Registrars
By: _____
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FOREWORD

This Instruction is intended for registrars of registry/local offices for the purpose of filling out statistical reports on births (DEM-1), on of death (DEM-2), on the conclusion of marriage (DEM-3) and Review of entries in the registers (DEM-4).

The Federal Bureau of Statistics conducts research on births and deaths, as well as marriages based on the Law on Statistics in the Federation of Bosnia and Herzegovina ("Official Gazette of the FBiH", no. 63/03 and 9/09), the annual Plan for conducting statistical research from of interest to the Federation of Bosnia and Herzegovina and the four-year Program for conducting statistical research of interest to the Federation of Bosnia and Herzegovina.

We ask users to submit any comments or useful additions to this methodological instruction to the Federal Statistical Office.

Sarajevo, 2021

THE DIRECTOR

Asst. Ph.D. Emir Kremic

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CONTENTS

FOREWORD..... 3
INTRODUCTION..... ....
6 1. ORGANIZATION 6
Legal basis of data collection 6
Forms..... 6
Entities responsible for filling statistical reports 6
Registrar 6
Health organizations, doctors and other persons authorized to determine death.. 6
Area of data collection..... .... 6 Entries in
the registers .... 7 Time of
data collection..... .... 7 Duties of the
registrar .... 7 2. FILLING
OUT THE FORMS .... 7 3. STATISTICAL
REPORT ON BIRTH - form DEM-1 .... 8 1. The child was born alive or
dead .... 8 2. Child's
name .... 8 3. Gender
of the child .... 8 4.
Date of birth and JMB .... 8 5.
Child's weight .... 8 6.
Length of the child 8
7. Gestational age..... .... 9 8.
Mother's place of residence..... ....
9 9. Place of delivery 11
10. Number of children born through this delivery ....
11 11. How many children has the mother given birth to (including this child) ....
11 12. How many of these children are alive (including this child, if born alive) 11
13. A child is born .... 12 14.
Date of conclusion of parents' marriage 12
15. How much is it the mother gave birth to children in this marriage (including this child..... .....
12 16. Which mother's marriage is in order. ....
12 INFORMATION ABOUT MOTHER AND FATHER.. ....
12 17. and 24. Surname and first name ....
12 18 and 25. Date of birth and JMB..... ....
13 18.ai 25.a Country of birth..... 13
19 and 26. Citizenship..... 13
20. and 27. National - ethnic affiliation..... .... 13 21.
and 28. Faith..... .... 13 22
and 29. School preparation - the highest completed school. ....
13 23rd and 30th Activity..... ....
14 23a. and 30a. Status in activity 14
23b. and 30b. Employment status .... 15 4.
STATISTICAL REPORT ON DEATH - form DEM -2 .... 16 DATA FOR
ALL DEAD PERSONS .... 16 1. Surname
and first name of the deceased and the name of one parent ....
16 2. Gender..... ....
16 3. Date of death..... ....
16 4. Date of birth and JMB ....
16 4a. Country of birth..... ....
16 5. Residence 16
5a. Whether the deceased person was absent from the place of residence for a year or
longer .... 17 5b. If 5a. Circle "yes", write place of
residence..... .... 17 6. Marital
status .... 17 7.
Citizenship .... 17 8.
National - ethnic affiliation .... 17 9.
Faith..... .... 17 10. School preparation -
11. Activity .... 18 11 a.
Status in activity..... .... 18 DATA ON
DEATH 20

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12. Place of death..... ....
20 13. Whether the deceased was treated for diseases, injuries and conditions from which he
died..... .... 20 14. Who provided information on the cause of
death .... 20 15. Cause of
death..... .... 20 16. Origin
of death .... 20 DATA ON
VIOLENT DEATH..... .... 21 17. Type of
violent death .... 21 18.
External cause violent deaths 21
19. When the incident happened. ....
21 20. Type of accident .... 21 DATA
FOR DEAD INFANTS..... .... 21 21. Child's
weight .... 21 22. Length
of the child .... 21 23.
Gestational age..... .... 22 24. Date
of birth of the mother of the deceased child and JMB ....
22 24a. Mother's nationality..... ....
22 25. Whether the child was born in marriage or out of wedlock ....
22 26. How many children did the mother of this child give birth to in total (including this infant who
died).. .... 22 26a. How many children are there in your
life? .... 22 5. DEATH CERTIFICATE AND DELIVERY OF DEATH
CERTIFICATE .... 22 Organization of issuance and delivery Death
certificates..... .... 23 Report on the cause of death (Part II –
death certificates) .... 23 Who enters data in the Report
on the cause of death..... .... 23 The death certificate is
completed and issued for: .... 23 6. STATISTICAL
MARRIAGE REPORT - form DEM-3 .... 24 INFORMATION FOR THE GROOM AND THE
BRIDE..... .... 24 1. Surname (name of one parent)
and first name.... .... 24 2. Date of birth and
JMB .... 24 2a. Country of
birth..... .... 24 3. Surname
after marriage .... 24 4. Previous marital
status .... 24 5. Marriage by
order .... 24 6. Place of
residence before the marriage..... .... 24 6a. Has
he/she been absent from residence for a year or longer? .... 25 7.
Citizenship .... 25 8.
National - ethnic affiliation..... .... 25 9.
Faith..... .... 25 10.
School preparation (highest completed school)..... 25
11. Activity .... 26 11a.
Status in activity..... .... 26 11b.
Employment status..... .... 27 7. REVIEW OF ENTRY IN REC

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1. ORGANIZATION

This Instruction defines the method of filling in and submitting statistical reports on births and deaths, Death Certificates, statistical reports on the conclusion of marriages, and Overview of entries in the registers.

Legal basis of data collection

The legal basis for the collection of data on births, deaths and marriages are the Law on Statistics in the Federation of BiH ("Official Gazette of the Federation of BiH" no. 63/03 and 9/09), the Law on Registers (Official Gazette of the Federation of BiH No. 37 /12 and 80/14) and the Rulebook on the method of examining the deceased and determining the time and cause of death ("Official Gazette of the Federation of Bosnia and Herzegovina", number 79/13).

Forms

The following forms are used to collect data in the statistics of births and deaths and statistics of marriages:
- statistical birth report - form DEM-1,
- statistical report on the case of death - form DEM-2,
- death certificate,
- statistical report on the conclusion of marriage (wedding) - form DEM-3 i
- review of entries in the registers - form DEM-4.

Entities responsible for filling out statistical reports

Entities authorized to provide and deliver data on the above forms are registry offices and health organizations, doctors and other persons authorized to determine death.

Registrar

The registrar is obliged to:
- fills in the corresponding statistical form at each entry in the register;
- receives the Death Certificate issued by health organizations, doctors and other persons authorized to determine death and attaches them to DEM-2 form;
- obtains a Temporary Death Certificate and burial permit for cases of death when a longer period of time is required to determine the cause of death, i.e. when diagnostic methods such as toxicological, pathohistological, DNA analysis, etc., need to be performed to determine the cause of death.
- submits all completed forms together with the attached Death Certificates to the competent cantonal statistics office.

Health organizations, doctors and other persons authorized to determine death

Health organizations, doctors and other persons authorized to determine death are required to issue a Death Certificate in accordance with the Rulebook on the method of examining the deceased and determining the time and cause of death.

The cantonal statistics services control the received material, prepare forms for processing and enter data, a
The Federal Bureau of Statistics consolidates all collected data, controls them and publishes processed statistical data.

Data collection area

Registration of births and deaths is done in the books of the **home area** where it was last registered
residence of the mother of the child born, or for a deceased person, the last registered residence.
Registration of cases of marriage is done in the registers of the **home area where the case took place.**
The registry area includes one or more populated places for which a single registrar keeps the registers of births, deaths and marriages.
In order to avoid **double entries** in the registry books, the registrar is obliged to first determine where the case occurred and to make the entry only when he determines that he is competent.
If the registrar maintains register books for several places (registered areas), he should pay attention to make the entry in the book for the corresponding place.

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Entries in the registry books

The birth of a child is registered in the register of births by the registrar of the registry office of the municipality/city where the child's mother has a registered residence, and if she does not have a registered residence, the registration is done in the registry office of the home area where the child was born based on the child's birth registration. This method of registration applies to both live-born and stillborn children.

Children of foreign citizens whose status is regulated by the Law on the Movement and Residence of Foreigners ("Official Gazette of BiH", no. 36/08 and 87/12) and refugees born in the Federation, i.e. Bosnia and Herzegovina, as well as children of other foreigners residing in Bosnia and Herzegovina are entered in the register of births according to the registered place of residence, and if they do not have a registered place of residence, then according to the registered place of residence, and if they do not have a registered place of residence or residence, the child is entered in the register of births according to the place of birth of the child.

All cases of death are entered in **the register of deaths in the country,** which is kept for the register area where the last registered residence of the deceased person was, and if there is no registered residence, then the last known residence of the deceased person. If neither residence is registered nor residence is known, in that case the death is registered in the register of the deceased in the place of burial of that person
in FBiH.

All cases of marriages that took place in a particular region of the country are entered in the **country's civil registers .**

Cases of births, deaths and marriages that took place abroad and were not registered in the registers are also entered in these books.
books kept by our diplomatic and consular missions. These cases are registered on the basis of the Law on Civil Registry Books.

All cases of birth are registered in **the registers abroad** maintained by our diplomatic and consular missions.
deaths and marriages **reported by our citizens for registration in the registers.**

When **registering stillborn children,** as well as **children who died immediately after birth** or in the first hours and days of life, the definitions of live and stillborn children, or abortions, which are given in the section for filling out the statistical birth report DEM-1, are applied.

If the registrar has determined:
- if **the child is stillborn,** enter it only in the register of births and fill out the DEM-1 form
- if **the child was born alive,** but died soon after birth, it is entered first in the register of births and fills out form DEM-1, and then in the register of deaths and fills out form DEM-2;
- if, considering the duration of the pregnancy, it is a question of **abortion (abortion) ,** no entry is made either in the register of births or in the register of deaths, nor are statistical forms DEM-1 and DEM-2 filled in, since for these cases (abortions) are filled out by statistical forms determined by health statistics.

Time of data collection

Every statistical form, as a rule, must be filled out **immediately when registering every case** of birth, death and marriage in the register. The data contained in the register are transferred from the register, and the other data from the DEM - form.
The registrar will transcribe the answers to the other questions from the DEM - forms from the birth registration, death certificate or marriage record or will ask for them from the case applicant who needs to know this information (father or mother for birth registration, adult member of the household who knows data on the deceased for the death report, spouses at the time of marriage).

Duties of the registrar

The registrar is obliged to regularly perform all tasks related to filling out statistical forms DEM-1, DEM-2, and DEM-3 and
DEM-4.

If the registrar is temporarily or permanently prevented from performing his duty, he must provide his deputy with all the necessary instructions and explanations for filling in and submitting statistical forms.

In addition, the registrar hands his deputy all the necessary material: completed and empty forms as well as these Instructions.

The registrar receives statistical forms from the competent service for statistics of the canton in the necessary quantities. As soon as he notices that the stock is reduced to the amount needed for 2 months, he will ask for a certain amount of forms to be delivered to him. Given that the forms are, as a rule, filled out in the presence of the case applicant, the registrar must not be left without these forms. The registrar should take care that the forms are not destroyed or scattered, but that they are used exclusively for the purposes for which they are intended.

With each completed statistical report on a death case, the registrar attaches one copy of the Death Certificate. If the death certificate was obtained subsequently, and before the submission of the statistical forms to the competent statistical authority, the registrar attaches this, subsequently obtained form to that form. If the statistical form has already been submitted, it will be submitted later.

The registrar is obliged to act upon the request of the statistical authority when the latter determines that there are incompleteness and inaccuracies in the received forms and requests additions, corrections or explanations. The registrar is obliged to submit all additions, corrections and explanations within three days from the date of receipt of the request at the latest.

2. COMPLETING THE FORMS

The registrar is obliged to enter the correct answer to each question on the statistical forms according to the Instructions for filling out each form. If in a specific case the given instructions are not sufficient, the registrar should request the necessary explanations from the competent statistical authority. The cantonal statistics services of the canton are obliged to urgently provide the registrar with all the explanations necessary for filling out the statistical forms. Answers are given by entering data on the provided lines or by circling one of the codes next to the given response modalities.

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3. STATISTICAL REPORT ON BIRTH - form DEM-1

When registering in the register of births, the registrar must fill out a statistical birth report for each live and stillborn child - form DEM-1. **A special form is also filled out for each child from a multiple birth, live or stillborn.**

In the header of the DEM-1 form, in addition to the answers to the questions about the place of registration: canton, municipality/city, register area, register/local office, current number of registration in the register and date of registration (day, month and year of registration), you should also enter information about place of birth: municipality/city, town or foreign country.

If the registry book is kept for two or more places, only the place that is written first on the cover of the book is entered.

When entering answers to individual questions, the registrar should act according to the following explanations.

1. The child was born alive or dead

The answer can be "alive" in which case code **1** should be circled or "dead" in which case code 2 should be circled.

According to the recommendations of the World Health Organization, **the definition of live birth** is: "Live birth is the complete expulsion or removal of the fetus from the mother's body, regardless of the length of the pregnancy, which after that separation breathes or shows other signs of life, such as heartbeat, pulsation of the umbilical cord or clear voluntary muscle movements, regardless of whether the umbilical cord was cut or the placenta was attached; every product of such a birth is considered a live-born child".

For every child born alive, regardless of how long it lived after birth, the DEM-1 form must be filled out.

If the child was born, i.e. removed from the mother's body, without any signs of life, i.e. was not breathing or showing any other signs of life (heart beat, muscle movements) and has a birth weight of 500 grams or more, it will be considered **stillborn** (late fetal death), but provided that it was **carried by the mother for more than 22 weeks.**

Statistical form DEM-1 is filled out for each stillborn child.

If **the fetus was carried for less than 22 weeks,** and after being separated from the mother's body, it did not show signs of life, then it is **a miscarriage** (early and intermediate fetal death).

For an abortion, neither the Death Certificate nor the statistical forms DEM-1 and DEM-2 are filled out.

2. Child's name

Only the birth name of the child should be entered (not the family name). If when registering a birth (by the date of submission of the form to the competent canton statistics office) the name was not reported to the registrar, as the answer you should enter "son or daughter - the name has not yet been determined".

3. Gender of the child

Code **1** for male or code **2** for female should be circled.

4. Date of birth and JMB

The date of birth and the other 6 numbers of the unique identification number (JMB) should be entered in the boxes.

If the JMB has not been determined by the date of submission of the form to the statistical office, then only the date of birth should be entered (e.g. for a person born on January 8, 2015 should enter 0801015 in the boxes).

The date of birth for a found child (optionally) is entered according to the assessment of the competent authority that draws up the record of the found to a child.

5. Weight of the child

Birth weight is the first weight of the fetus or newborn child measured immediately after birth and expressed in grams.

For example, if the weight of the child is 3 kilograms and 800 grams, enter 3800.

In the event that the Notification of Birth is not available, nor can the answer to this question be obtained in another way (from the applicant), the registrar does not fill in the box. The registrar will do the same if he fills out the form for a found child.

6. Length of the child

The length of the child at birth is the first height of the fetus or newborn child measured immediately after birth and expressed in centimeters.

For example, if the length of the child is 58 centimeters, enter 58.

If the answer to this question cannot be obtained in another way (from the applicant), the registrar does not fill in the box. The registrar will do the same if you fill out the form for a found child.

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7. Gestational age

Gestational age or duration of pregnancy is calculated in days or weeks of pregnancy (gestation). It is measured from the first day to the last normal menstrual cycle and is expressed in completed weeks.

For example, if the gestational age is 37 weeks, enter 37 in the box.

If the answer to this question cannot be obtained in another way (from the applicant), the registrar does not fill in the box. Registrar will do the same if he fills out the form for a found child.

8. Place of residence of the mother

For the place of residence of the mother, enter the canton, municipality/city, town, street and house number of the place of residence (place of permanent housing) of the mother of the child born.

For a mother who gave birth to a child in a place other than her place of residence (eg in a hospital, away, etc.), the place where she permanently resides is entered, i.e. her place of residence.

For a found child (optional), the canton, municipality/city and populated place where the child was found is entered.

For a mother whose residence is outside Bosnia and Herzegovina, the name of the country of her residence must be entered.

The name of residence should be entered according to the valid administrative division.

8b. If **the mother is absent from her place of residence for a year or longer,** the place of residence should be entered (the time year (not calendar) preceding the child's birth date is taken into account).

If the mother was absent from the place of residence specified in the previous question for more than one year until the birth of the child, for this question, you should enter the place of residence: canton, municipality/city, town, street and house number where the mother lives.

If the mother **resides abroad for a year or longer,** the name of the country of her residence must be entered.

For a mother who was not absent from the place of residence (specified in the previous question) or was absent **for less than one year,** a hyphen (-) is entered as an answer to this question.

This question should not be answered for a found child - by choice. You only need to enter a dash (-).

Persons who, as employees or family members of employees working in **diplomatic and consular services ,** stay abroad, regardless of the length of their stay abroad, **are not considered absent from Bosnia and Herzegovina ,** and in that case the answer is given only to the previous question, and to this one a hyphen (-) is entered in questions.

Example 1:

The mother of the child has a residence in Sarajevo Canton and has not been away from her residence for at least a year (or longer):

8. Place of residence of the mother

Canton of Sarajevo

Municipality/City Novi Grad

Populated place Sarajevo

Street and number Olimpijska 20

Foreign country

8a. Whether the mother has been away from her place of residence for a year or longer

Yes.....2

8b. If it is 8a. **Do not** write (-) in the answer

Canton

Municipality/City

Inhabited place -

Street and

number Foreign country

Example 2:

The mother resides in the Una-Sana canton, in Bihaÿ, and she was absent from her residence for a year (or longer) and stayed abroad, in Austria:

8. Place of residence of the mother

Canton Unsko-sanski Municipality/City City Bihaÿ

The inhabited place of Orašac

Street and number Padežni 2

Foreign country

8a. Whether the mother has been away from her place of residence for a year or longer

Yes.....1

8b. If it is 8a. Yes, enter the foreign country of residence

Canton

Municipality/City

Inhabited place -

Street and number

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Foreign country Austria

Example 3:

The mother resides in the Central Bosnian Canton, in Bugojno, and she was absent from her residence for a year (or longer) and stayed in Livno:

8. Place of residence of the mother

Canton of Central Bosnia

Municipality/City of Bugojno

The inhabited place of Bugojno

Street and number Terziÿi 10

Foreign country

8a. Has the mother been away from her place of residence for a year or more?

Yes.....1

8b. If it is 8a. Yes, enter your place of residence

Kanton Kanton 10

Municipality/City of Livno

The inhabited place of Livno

Street and number Foreign country SSKranjÿeviÿa bb

Example 4:

The mother resides in Sjenica (Serbia), and the child was born in Bosnia and Herzegovina, in Sarajevo, where he also resides for a year (or longer):

8. Place of residence of the mother

Canton

Municipality/City

Town Street and number

Foreign country

Serbia

8a. Whether the mother has been away from her place of residence for a year or longer

Yes.....1

8b. If it is 8a. Yes, enter your place of residence

Canton of Sarajevo

Municipality/City of Novo Sarajevo

Populated place Sarajevo

Street and number Foreign country Behdžet Muteveliÿ 7

Example 5:

The mother resides in Split (Croatia), and the child was born in the territory of the Federation of Bosnia and Herzegovina and the mother was **not** absent from her residence for a year (or longer):

8. Place of residence of the mother

Canton

Municipality/City

Town Street and number

Foreign country

Croatia

8a. Whether the mother has been away from her place of residence for a year or longer

Yes.....2

8b. If it is 8a. No, write (-) in the answer

Canton

Municipality/City

Inhabited place -

Street and number Foreign country

Example 6:

The mother has a residence in Sarajevo FBiH and was absent from her residence for a year (or longer) and was staying in Doboj (RS) or Brÿko (Brÿko District)

8. Place of residence of the mother

Canton Sarajevo

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Municipality/City Center Sarajevo
Populated place Sarajevo
Street and number Zaima Sarca 22
Foreign country

8a. Whether the mother has been away from her place of residence for a year or longer
Yes....1

8b. If it is 8a. Yes, write (entity or Brÿko District) in the answer
Canton RS or Brÿko District Doboj
Municipality/City or Brÿko
Inhabited something
Street and number
Foreign country

9. Place of delivery

As an answer, only one of the codes from the form should be circled.

If the child was born in **a maternity hospital or other health facility,** code 1 should be circled , regardless of who assisted in the delivery.

If the child was born **in an apartment or in another place,** one of the codes should be circled: 2, **3** or **4** according to who provided assistance during the birth.

If a medical doctor provided assistance during the birth, code 2 should be circled. Code **2** should also be circled if the birth was attended by a medical doctor and an obstetric nurse - midwife.

If assistance during childbirth was provided only by an obstetric nurse - midwife, who has the appropriate professional qualifications, it should be circled code 3.

If the delivery was assisted by a nurse, physician's assistant, orderly, or other person with a middle age or lower medical school, but is not qualified to assist in childbirth, circle code **4** (other person) as the answer.

Code 4 should be circled for found children .

10. Number of children born from this delivery

The answer to this question should be given in every case, regardless of whether only one child was born or twins, three or more children were born and regardless of how many of them were born alive and how many were stillborn, and even in the case that all children were stillborn. As an answer, one should circle one of the codes 1, **2** or **3 ,** which indicate the number of children born in this delivery.

If the data on the birth are not known (nachocad), it will be considered that only one child was born.

11. How many children has the mother given birth to so far (including this child)

The total number of children the mother gave birth to, **including the child for whom the form is being filled out,** should be entered on this question . All children (born alive and stillborn) **from this and previous marriages of the mother should be entered, as well as the children of this mother born out of wedlock,** if she had them, but not the father's children from previous marriages.

Then data on the number of live births and stillbirths out of the total number previously registered is entered. Definition of live birth and stillbirth can be found in the explanations related to question number 1.

If the form is filled out for a child from a multiple birth (twins, three or more children), registration in the registers is done according to the order of birth of each child in that birth, as it would be done if they were born in births with one child. Therefore, as an answer for the first child from a multiple birth, only one child will be taken into account, for the second, two children will be taken into account, etc., and to that number should be added the number of children from the previous births of this mother, if there were any.

For example, the mother gave birth to two live children before the birth for which the report is submitted, and now three more children are being reported from triple birth, the first of which was a live birth, and the second and third were stillborn. Answer to this question for children from this birth:
in the slip for the first child: in the slip for the second child: in the slip for the third child:
total-three total-four total-five
live birth-three live birth-three live birth-three
stillborn-none stillborn-one stillborn-two.

"Unknown" is entered for the found child.

12. How many of these children are alive (including this child, if born alive)

The answer to this question includes children who were alive at the time of this child's birth, including him, if he was born alive, even if he died immediately after birth (because information is requested on the number of living children **at the time of birth,** not at the moment of registration in the register, which can be done even after a few days).

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The answer includes only children born to this mother in this, previous marriages or out of wedlock, if she had them, but not children from her husband's previous marriage, if she married a man who has children from a previous marriage or from a time before this marriage . **All living children of this mother** are included , regardless of whether these children live together with her or live separately.

If the form is being filled out for a child from a multiple birth, the order should be taken into account when entering the answers to this question of the birth of each child in that delivery.

For example, a mother gave birth to one live and one dead child in a multiple birth, and she has two living children from her previous children. The answer on the form for the first child will be "three", and for the second child also "three".

However, if a stillborn child is entered first, then the answer on the first slip will be "two" and on the second "three".

"Unknown" is entered for the found child.

13. A child is born

As an answer, circle one of the following codes:

- born in marriage - code **1**
- born out of wedlock:
  - parents live together - code **2**
  - parents do not live together - code **3**
- found child (at will) - code 4.

A child born in wedlock is considered only one who was born in a marriage concluded according to the provisions of the Family Law.

14. Date of conclusion of parents' marriage

This question is answered only for married children. For children born out of wedlock, a hyphen (-) is placed , and for a found child, the answer "unknown" is entered .

As an answer to this question, you should enter the day, month and year of the conclusion of the parents' marriage. The registrar should check this information against the register of marriages, and if the marriage was not concluded in his area, then he should ask the applicant for an extract from the register of marriages or other proof of the date of conclusion of the parents' marriage.

15. How many children did the mother give birth to in this marriage (including this child)

In response to this question, data on the number of children should be entered: total, live births and stillbirths that the mother **gave birth to only in to this, current (legal) marriage,** and not to children born in previous marriages or out of wedlock.

All explanations given with question 11 apply to this question as well.

If the child for whom the DEM-1 form is filled out was born out of wedlock, a hyphen (-) is entered as the answer to this question .

The answer "unknown" should be entered for the found child .

16. Which mother's marriage is in order

The answer to this question only applies to a child born in a legal marriage. As an answer, circle one of the following codes: for a child born out of wedlock, as an answer to this question, code **1** (the mother is not married), code **2** for the first marriage, code **3** for the second marriage, code **4** for the third and each subsequent one should be circled marriage. Only marriages concluded according to the legal regulations that were valid at the time of the marriage are taken into account.

Code **9** (unknown) should be circled for the found child .

INFORMATION ABOUT MOTHER AND FATHER

Given that the questions about the mother and the father are of the same content, the instructions for writing the answers are given simultaneously for both questions, with the fact that each question is preceded by two ordinal numbers, the first of which refers to the question for the mother, and the second for the father.

Information about the father (questions 24-30) is entered not only for a child born in marriage, but also for a child born out of wedlock if the information is known when the child is registered for registration in the birth register or at the latest by the day the form is submitted to the competent cantonal statistics office .

Information for the child's mother is given in questions 17-23, and for the father in questions 24-30. questions.

For children born out of wedlock for whom information about the father is not known by the date of submission of the form, as an answer to questions 24-30 you should write **"unknown"** or circle the code next to the answer "unknown".

For the found child, the answer **"unknown"** should be given in all questions from 17-30 .

17 and 24. Surname and first name

The surname and first name of the mother or father should be entered as it is entered in the birth register.

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18 and 25. Date of birth and JMB

You should enter the day, month and year of birth of the mother, that is, the father and the other 6 numbers of the unique birth number (JMB) according to the explanations given in question 4.

18.ai 25.a Country of birth

For the mother/father, enter the name of the country in which they were born, i.e. as it is entered in the register of births, e.g. BiH, Croatia, Serbia, Slovenia, Austria, etc.

19 and 26. Citizenship

The answer to this question is entered on the basis of valid citizenship documents.

If it is about persons with **dual citizenship,** then both answers should be written on the lines.
If the nationality is unknown, then **"unknown" should be written on the line.**
If it is about **stateless persons,** this should be written on the line next to the question.

20 and 27. National - ethnic affiliation

The Constitution of Bosnia and Herzegovina guarantees citizens the complete freedom to declare their national/ethnic affiliation. Based on those constitutional provisions, in response to this question the nationality/ethnicity should be entered exactly as stated by the person reporting the case for registration in the register; for example, you should enter Bosniak, Croat, Serb, Albanian, Roma, Hungarian, Slovak or some other national/ethnic affiliation as stated by the person.

If the person answering this question does not want to declare his/her nationality/ethnicity, the answer should be enter "does not declare".

21 and 28. Faith

The Constitution of Bosnia and Herzegovina guarantees citizens the free practice of religion. As an answer to this question, religion should be entered as it is statement of the person who reports the case of birth for registration in the register. For example, you should enter Islam, Catholic, Orthodox or some other faith as stated by the person or atheist.

If the person answering this question does not want to declare his religious affiliation, he should enter "no" as the answer declares himself".

22. and 29. School preparation - the highest completed school

In response to this question, circle the code next to the highest school the person completed.

The highest school completed is the type of school from which the person obtained the highest level of education. There is no need to make a difference whether the education was obtained by finishing a regular school (primary, gymnasium, secondary vocational school) or by attending a school that replaces a regular school (school for adult education), i.e. whether it was obtained by passing an exam in a regular school school or by completing a short-term education course.
Courses that do not give a certificate from a regular school (course for typists, bookkeepers, etc.) are not taken into account as answers to this question, but the information about the previously completed school is given.

For persons who did not attend any school, they are persons **without school** and code **11 should be circled.**
For people who **have** incomplete elementary school, circle code **12.**
For persons who have **completed elementary school,** code 13 is rounded .
For people who **have completed secondary education,** one of the codes **14, 15, 16** or **17** should be circled depending on the years of school completed), and if they are attending college, a school for higher or higher education, they should circle the code corresponding to the previously completed school.

If, after completing secondary technical education lasting **3** years, a qualification lasting 1 year is completed, the qualification "specialist" is acquired, then circle the code **"16"** on the form (that is, school lasting 4 years). If, after completing secondary professional education lasting 3 years, a 2-year qualification for a "master" is completed, the code **"17"** should be circled on the form (i.e. school lasting 5 years).

For persons who have completed **higher education and the 6th degree of the university,** the code 18 should be circled .
For persons **attending post-graduate studies,** code **19** should be circled, which corresponds to the previously completed university, i.e. school for higher education.
For people who have completed **a master's degree,** code **20** should be circled , and for **a doctorate,** code **21.**
In the event that information about school preparation is not known, code **99** (unknown) should be circled.

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If the person attended or graduated from a school abroad, as an answer, circle the appropriate level of that school in the country, i.e. whether it is primary, secondary, high school or university.

23 and 30. Activity

With regard to activity, all persons are divided into active persons (those who perform an occupation and those who do not perform an occupation), persons with personal income and dependents.

23a. i 30a. Status and activity

The answer should be given by circling one of the offered codes.
Code 11 should be circled for persons who **are employed or self-employed .**
Code 12 should be circled for people who **perform a profession without an employment relationship .**

If the answer is 11 or 12, the name of the profession must be written on the line provided for that.

Occupation is considered to be any work that earns a living, i.e. work for a salary or compensation either in money or in kind, **even if that work lasted only one hour in** the week preceding the date of the child's birth. Employment does not only mean an official employment relationship, but also other forms of work used to earn a living (code 12).

Therefore, a person who takes care of other people's children by agreement is equally employed, as well as a person who does this in an official employment relationship, i.e. a kindergarten teacher; a farmer who cultivates the land exclusively for his own needs and for the market; and a person who is employed in a state/private company with regular working hours for an indefinite period of time, as well as a person who performs work under a work contract.

Persons who are temporarily absent from work due to illness, vacation, education, reduced workload, etc., and who have a formally legal employment relationship, that is, the job to which they will return, should be considered employed, regardless of the length of the absence.

Occupation is determined **solely by the type of work a person performs, not by school or professional training.** Persons who graduated from the same school may have different occupations; for example, a person who graduated from the law school can be a professor, a judge of a court, a lawyer, a legal adviser, but also a procurement officer, a statistician or others.

If a person performs **two or more occupations,** his occupation is determined according to the tasks on which he spends the greater part of his working time times.

Examples of incomplete and general and correct answers for occupation:

Incomplete and general answers	**Correct answers**
Farmer	Market-oriented farmer, cattle breeder, farmer, fruit grower A farmer-producer for his own needs
Physical worker	Physical worker in agriculture, fishing, forestry, construction
Teacher	Professor in high school, professor in higher education institution
Engineer	Construction, electrical, mechanical engineer, etc.
Technician	Construction, mechanical, mining technician, etc.
Artist	Writer, sculptor, painter, composer, etc.
Director	Director of Sales, Marketing, Development, etc. Director in the field of mining, construction, etc. Director of a medical institution
Doctor	General practitioner, specialist doctor
Seller	Shop assistant, stall vendor or market vendor

Unemployed persons (do not perform an occupation)

Code **13** is rounded for a father or mother who does not have a job to earn a living and who is looking for a job through the employment service. employment or independently.

Pensioner

Pensioner (aged, disabled, family) - code **14**

A "pensioner" is considered to be any person who receives an old-age, disability or family pension, provided that there is no some active occupation (e.g. a pensioner - a farmer who earns a living by working on his own farm, a pensioner who works tasks of his profession, bookkeeping tasks for small companies or other entities and receives payment based on work contracts, etc.).

If a person receives a pension, scholarship or supports himself from a loan, and at the same time is a pupil or student, code **17 should be circled.**

Persons with other personal income - code **15**

"Persons with other personal income" are all persons who have social benefits (disability benefits, material insurance, social assistance and the like), income from renting out a house, apartment, land, shop and other property or from property rights, scholarships, student loans and the like, i.e. they have regular incomes and incomes other than the incomes that are obtained from work, i.e. from performing a profession.

Income from renting out an apartment or house refers only to the person who is the owner or co-owner of the apartment or house that is rented out in lease, and income from the land refers only to the owner or co-owner of the land, and not to other members of the household.

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Person who performs housework/Housewife - code 16

The code for "person who performs housework/housewife" refers to persons aged 15 and over who have not performed any work for earning and who spend exclusively or most of their time performing housework for the needs of their own household, such as are: cleaning the apartment, preparing food, raising children and the like.

This answer **does not apply:**

- to persons aged 15 and over who most of the time **perform agricultural work** on the family farm, **manufacturing** work **of home-made items for sale, jobs in a commercial, catering or other business** of one of the household members, because they are considered active persons performing a profession.
- to persons aged 15 and over who **perform various household chores** (housemaids, etc.) at other people's houses for which they receive compensation, because they are considered active persons performing their occupation.

These above-mentioned persons are active persons and for them, the name of the occupation that these persons mainly perform should be entered.

Student - code 17

The answer student (15 years and older) or student refers to people older than 15 who attend a school full-time or part-time. (primary, secondary or high school, university) on the condition that they do not work for the sake of earning and are not looking for work.

Unable to work - code 18

This code should be rounded for all persons aged 15 or older who do not or cannot perform due to illness, disability or old age interest.

Other dependents - code 19

It refers to people who cannot be classified in any of the previous categories. An example is people who are serving a prison sentence or a measure of detention, upbringing, as well as people over the age of 15 who do **not work, do not look for work and do not want to work,** i.e. are economically inactive, do not receive a pension, do not study and mostly do not perform household chores.

Persons working or staying abroad - code 20.

This answer should be rounded for people who are active and have been working abroad, regardless of whether their occupation is defined or the answer "unknown" is entered. The same answer should be circled in the case when the person is staying abroad and is supported is from a person working abroad.

If it is not possible to determine one of the offered response modalities, then code **99** - **unknown should be circled.**

23b. and 30b. Employment status

The answer to this question is given only by those people who gave the answer to the previous question 11 - performs an occupation in the workplace relationship or independently or 12 - Performs an occupation without an employment relationship.

Employee - code 1

It is rounded up for persons working for public or private employers who receive compensation in the form of wages and benefits, honorariums, awards, performance-based payments or payments in kind, regardless of whether they have an employment contract or work on the basis of a verbal agreement. Persons who work in the army (military or civilian) are considered employees. Employees are persons who usually work for an employer who is outside households.

This category includes:

- persons who perform the activity in their own home if they are paid for their work by an employer who is outside the household (if they perform the activity independently, they are treated as self-employed),
- persons who work in the family business and receive a regular salary,
- religious officials.

Employer - code 2

The answer **"Employer (employs others)"** is marked for a person who works in his own business, professional practice with the intention making a profit and employing at least one person. Employers are not considered owners of shops or businesses where they only work members of their household for whom seniority is not paid. Also, owners of agricultural holdings are not included in this group who employ other persons (owners of livestock farms, chicken farms, etc.), i.e. individual farmers with employees.

Self-employed - code 3

The answer **"Self-employed (does not employ others)"** is marked for a person who is the owner of a company, shop, office or works in cooperation with another person, while not employing workers. This code is also given to people who do most of the work on their own unregistered jobs (services of giving private lessons, translation, freelance, sewing, babysitting, selling at markets).

Helping household member - code 4

The answer **"Helping member of the household"** is marked for people who work **without pay** in a company, trade or farm led by their relative with whom he lives in the same household.

This category includes for example:

- son or daughter who work in the parental business or parental farm without payment i
- a woman who helps her husband in his business, without a contract and receiving a formal salary.

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If it is not possible to determine one of the offered modalities, code 9 should be circled, i.e. **unknown.**

4. STATISTICAL REPORT ON DEATH - form DEM-2

When entering the death register, the registrar fills out a statistical report on the death case - a form for each deceased person DEM-2.

This statistical form is filled in for all deaths, regardless of whether the death is natural or violent, i.e. whether the person died of natural causes, as a result of an accident, murder or suicide.

With each statistical report on the case of death, the registrar must attach one copy of the completed "Certificate of Death" form, and one keep a copy in your archive. On the Death Certificate for all persons who were treated (answer "yes" to question 13 of the DEM-2 form) or was given the answer "violent death" to question 16 of the DEM-2 form), the data from the "medical report on the cause of death" part of the form must be filled out.

When reporting the fact of death for the purpose of entry in the death register, the registrar is obliged to request from the person notifying the death a Certificate of death. The registrar is obliged to determine when receiving the Death Certificate whether the deceased person was treated or whether the answer "violent death" was given in the Certificate of of death and that, if the data on the "medical report on the cause of death" part of the form is not filled in, obtain the same from an authorized person.

The registrar will urge the submission of data from the "medical report" if he does not receive it within 10 days, counting from when he sent the request to the healthcare organization.

If he does not receive an answer even after 6 days from the emergency, the registrar informs the municipal authority responsible for the affairs of health, in order to intervene and engage this authority in the execution of this legal obligation of health organizations.

DATA FOR ALL DEAD PERSONS

In the header of the DEM-2 form, in addition to the answer to the question about the place of registration: canton, municipality/city, registered area, registered office/local office, current number of registration in the register and date of registration (day, month and year of registration) and data should be entered on place of death: municipality/city, populated place or foreign country.

If the registry book is kept for two or more places, only the place that is written first on the cover of the book is entered.

For a corpse that was found and it was not possible to determine the identity, the answers in the statistical sheet should be filled in from the record of the found corpse.

When entering answers to individual questions, the registrar should act according to the explanations below.

1. Surname and first name of the deceased and the name of one parent

The surname and first name of the deceased and the name of one of the parents should be entered as it is entered in the register of the deceased.

2. Spol

Code 1 should be circled for a male person , and code 2 for a female person.

3. Date of death

The full date (day, month and year) and hour of death should be entered, counting the hours from 0 to 24, for example, January 15, 2015 in 11 p.m. (not at 11 p.m.),

For a corpse found later, the information should be entered according to the date from the record compiled by the competent authority.

4. Date of birth and JMB

In the boxes, you should enter the day, month and year of birth and the other 6 numbers of the unique birth number (JMB) and the hour of birth on the line in addition to questions for children up to 7 days old. The data should be entered exactly as it is entered in the register of the deceased.

For a person for whom a complete social security number is not available, only the day, month and year of birth should be entered in the boxes, e.g. for a person born on September 12, 1948 should enter 1209948.

4a. Country of birth

For a deceased person, enter the name of the country in which the person was born.

5. Residence

The name of the canton, municipality/city and settlement is entered according to the administrative division valid at the time of entry in the death register.

As an answer, you should enter the name of the place (independently inhabited place) where you last lived (place of permanent residence) of the deceased person and the name of the municipality/city to which the place belongs.

For a corpse whose identity could not be determined, the place of residence (inhabited place) where the case was entered in the death register should be entered as the place of residence.

For deceased persons whose residence is outside Bosnia and Herzegovina, the name of the country of residence should be entered.

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5a. Whether the deceased person was absent from their place of residence for a year or longer

If the deceased person was absent from the place of residence for a year or longer (the time, not the calendar year preceding the date of death is taken into account), code **1 should be circled.**

5b. If 5a. Circle "yes", enter place of residence

If the deceased person was absent from the place of residence specified in the previous question for a year or longer, **the place of residence should be entered in this question:** municipality/city, town, street and house number **where the deceased person lived.**

If the deceased person **lived abroad for a year or longer, the name of the country of** residence of the deceased person must be entered .

For a deceased person who was **absent from the place of residence** (mentioned in the previous question) **for less than one year,** as an answer a hyphen (-) is written on this question.

Deceased persons who are employees or family members of employees working in **diplomatic and consular services** who stayed abroad, regardless of the length of their stay abroad, **are not considered absent from Bosnia and Herzegovina ,** and in that case the answer is given only to the previous question, and a hyphen (-) is entered for this question.

Examples of residence, length of absence from residence and residence are explained in this statistical guide the birth report also applies to the statistical death report.

6. Marital status

The answer to this question is given by circling the code next to one of the given answers, according to the legal marital status of the person at the time of death.

For all deceased persons, including children, who according to legal provisions, at the time of death or at any time were not married, should circle code **1** - unmarried-unmarried. For children up to 16 years of age, it is considered that they are not married, i.e. the answer is given as unmarried.

Code 2 is rounded for married persons. A married person is considered to be a person who entered into a marriage according to valid legal regulations, and each such marriage is entered in the register of marriages. If a person got married only in a church or mosque, he is not considered to be married.

If the previous marriage ended with the death of the second spouse, code **3** should be circled - widower-widow.

If the marriage was dissolved by a final court verdict, code **4** - divorced-divorced is circled.
Divorced persons are considered to be persons whose marriage union has been dissolved by a final court verdict.

A widow is considered to be a person whose marital union ended with the death of one of the spouses, that is, with the declaration of the missing spouse as deceased.

The answer "unknown" - code 9, should be circled only in case it is impossible to get the right answer.

7. Citizenship

The answer to this question is entered on the basis of valid citizenship documents.

If it is a person with **dual citizenship,** both answers should be written on the lines next to the question.

If the citizenship is unknown, then **"unknown" should be written on the line.**

If it is about **stateless** persons , it should be written on the line next to the question.

8. National - ethnic affiliation

According to the provisions of the BiH Constitution, citizens are guaranteed complete freedom to declare their national/ethnic affiliation. On based on those constitutional provisions, as an answer to this question, nationality should be entered exactly as stated by the person applying case of death for registration in the register; for example, you should enter Bosniak, Croat, Serb, Albanian, Roma, Hungarian, Slovak or some other nationality/ethnicity as reported by this person.

If the person answering this question does not want to declare the nationality/ethnicity of the deceased person, as the answer should be written "does not want to declare".

9. Faith

The Constitution of Bosnia and Herzegovina guarantees citizens the free practice of religion. As an answer to this question, religion should be entered as it is statement of the person who reports the case of death for registration in the register. For example, you should enter Islam, Catholic, Orthodox, atheist or another faith as stated by the person.

If the person answering this question does not want to declare the religious affiliation of the deceased person, they should write "does not want to declare".

10. School preparation - the highest completed school

In response to this question, circle the code next to the highest school the person completed.

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The highest school completed is the type of school from which the person obtained the highest level of education. There is no need to make a difference whether the education was obtained by finishing a regular school (primary, gymnasium, secondary vocational school) or by attending a school that replaces a regular school (school for adult education), i.e. whether it was obtained by passing an exam in a regular school school or by completing a short-term education course.

Courses that do not provide a certificate from a regular school (course for typists, bookkeepers, etc.) are not taken into account as answer this question, but provide information about the previously completed school.

Code 11 should be circled for persons who did not attend any school, i.e. persons **without school .**

For people who **have** incomplete elementary school, circle code **12.**

For persons who have **completed elementary school,** code 13 is rounded .

For persons who **have completed secondary education,** the code **14, 15, 16 or 17** should be circled, depending on the years of completed education. school), and if they attended college, higher or higher education school, circle the code that corresponds to the previously completed school. If, after completing secondary technical education lasting **3** years, a qualification lasting 1 year is completed, the qualification "specialist" is acquired, then circle the code **"16"** on the form (that is, school lasting 4 years). If, after completing secondary professional education lasting 3 years, a 2-year qualification for a "master" is completed, the code **"17"** should be circled on the form (i.e. school lasting 5 years).

Persons who have completed **higher education and the 6th degree of the university** should enter the code **18.**

For persons who **attended post-graduate studies,** code **19** should be circled, which corresponds to the previously completed university, i.e. school for higher education.

For people who have completed **a master's degree,** code **20** should be circled , and for **a doctorate,** code **21.**

In the event that information about school preparation is not known, code **99** (unknown) should be circled.

If the person attended or graduated from a school abroad, as an answer, circle the appropriate level of that school in the country, i.e. whether it is primary, secondary, high school or university.

11. Activity

With regard to activity, all persons are divided into active persons (those who perform an occupation and those who do not perform an occupation), persons with personal income and dependents.

11 a. Status in activity

The answer should be given by circling one of the offered codes.

Code 11 should be circled for persons who were **employed or self-employed .**

Code 12 should be circled for persons who **performed a profession without an employment relationship .**

If the answer is 11 or 12, the name of the profession must be written on the line provided for that.

Occupation is considered to be any work that earns a living, i.e. work for a salary or compensation either in money or in kind, **even if that work lasted only one hour in** the week preceding the date of the person's death. Employment does not only mean an official employment relationship, but also other forms of work used to earn a living (code 12).

Therefore, a person who takes care of other people's children by agreement is equally employed, as well as a person who does this in an official employment relationship, i.e. Kindergarten teacher; a farmer who cultivates the land exclusively for his own needs and for the market; and a person who is employed in a state/private company with regular working hours for an indefinite period of time, as well as a person who performs work under a work contract.

Persons who were temporarily absent from work due to illness, vacation, education, reduced workload, etc., and who had a formal-legal employment relationship, should be considered employed, regardless of the length of the absence.

The occupation is determined **solely according to the type of work that the person performed, not according to school or vocational training.** People who graduated from the same school may have different occupations; for example, a person who graduated from law school can be a professor faculty, judge of a court, lawyer, legal advisor, but also procurement officer, statistician or other.

If a person performed **two or more occupations,** his occupation is determined according to the occupations on which he spent the majority of his time working hours.

Examples of incomplete and general and correct answers for occupation:

Incomplete and general answers	**Correct answers**
Farmer	Market-oriented farmer, cattle breeder, farmer, fruit grower A farmer-producer for his own needs
Physical worker	Physical worker in agriculture, fishing, forestry, construction
Teacher	Professor in high school, professor in higher education institution
Engineer	Construction, electrical, mechanical engineer, etc.
Technician	Construction, mechanical, mining technician, etc.
Artist	Writer, sculptor, painter, composer, etc.
Director	Director of Sales, Marketing, Development, etc. Director in the field of mining, construction, etc. Director of a medical institution
Doctor	General practitioner, specialist doctor
Seller	Shop assistant, stall vendor or market vendor

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Unemployed persons (did not work)

Code 13 is rounded for persons who did not have a job to earn a living and who sought work through the employment service.
employment or independently.

Pensioner

Pensioner (aged, disabled, family) - code **14**

A "pensioner" is considered to be any person who received an old-age, disability or family pension, provided that
had an active occupation (e.g. a pensioner - a farmer who earned a living by working on his own farm, a pensioner who did the work of his profession, bookkeeping for small businesses or other entities and received payment based on
work contracts, etc.).

If the person received a pension, scholarship or supported himself from a loan, and at the same time was a pupil or student, he should circle code **17.**

Person with other personal income - code **15**

"Persons with other personal income" are all persons who received social benefits (disability allowance, material insurance, social assistance, etc.), income from renting out a house, apartment, land, shop and other property or from property rights, scholarships, student loans and the like, i.e. they had regular incomes and incomes other than the incomes that are earned by work, i.e. by performing a profession.

Income from renting out an apartment or house refers only to the person who is the owner or co-owner of the apartment or house that is rented out in lease, and income from the land refers only to the owner or co-owner of the land, and not to other members of the household.

Person who performs housework/Housewife - code **16**

The code for "person doing housework/housewife" refers to persons aged 15 and over who did not do any work for earning and who spent exclusively or most of their time doing housework for the needs of their own household, such as
which are: cleaning the apartment, preparing food, raising children and the like.

This answer **does not apply to :**

- to persons aged 15 and over who for most of the time **performed agricultural work** on the family farm, jobs
production of home-made objects for sale, jobs in a commercial, catering or other business of one of the household members
because they are considered active persons who performed their occupation.
- to persons aged 15 and over who **performed various household chores** (housemaids, etc.) in other people's houses for which they received compensation, because they are considered active persons performing a profession.

These above-mentioned persons are active persons and for them, the name of the occupation that these persons mainly performed should be entered.

Child, pupil or student - code **17**

The answer student (15 years and older) or student refers to persons older than 15 years who have attended a regular or part-time
school (primary, secondary or high school, university) on the condition that they did not work for the sake of earning and were not looking for a job.

Unable to work - code **18**

This code should be rounded for all persons aged 15 or older who did not perform or could not perform due to illness, disability or old age
perform an occupation.

Other dependents - code **19**

It refers to people who cannot be classified in any of the previous categories. An example is people who were serving prison sentences or detention measures, education, as well as people over the age of 15 who did **not work, did not look for work and did not want to work,** i.e. were economically inactive, did not receive a pension, did not go to school and mostly they did not do housework.

Persons working or staying abroad - code **20.**

This answer should be rounded for people who were active and were working abroad, regardless of whether their
occupation defined or the answer "unknown" was entered. The same answer should be circled in the case when the person was staying abroad, and is supported by a person who is working abroad.

If it is not possible to determine one of the offered response modalities, then code **99** - **unknown should be circled.**

11b. Employment status

The answer to this question is given only for those persons for whom the answer to the previous question was given 11 - performs an occupation in an employment relationship or independently or 12 - performs an occupation without an employment relationship.

Employee - code **1**

It is rounded up for persons who worked for public or private employers and who received compensation in the form of wages and benefits, fees, awards, payments based on results or payments in kind, regardless of whether they had an employment contract or worked on the basis of a verbal agreement.
agreement. Persons who have worked in the army (military or civilian) are considered employees. Employees are persons who usually work for an employer
who is outside the household.
This category also includes:

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- persons who performed the activity in their own home if they were paid for their work by an employer outside the household (if they performed the activity independently, they are treated as self-employed);
- household members who work in the family business and receive a regular salary;
- religious officials.

Employer - code **2**

The answer **"Employer (employs** others)" is marked for a person who works in his own business, professional practice with the intention making a profit and employing at least one person. Employers are not considered owners of shops or businesses where they only work members of their household for whom seniority is not paid. Owners of agricultural holdings are also not included in this group who employ other persons (owners of livestock farms, chicken farms, etc.), i.e. individual farmers with employees.

Self-employed - code **3**

The answer **"Self-employed (does not employ others)"** is marked for a person who was the owner of a company, shop, office or worked in cooperation with another person, while not employing workers. This code is also given to people who have done most of the work on their own unregistered jobs (services of giving private lessons, translation, freelance, sewing, babysitting, selling at markets).

Helping household member - code **4**

The answer **"Helping member of the household"** is marked for people who worked **without pay** in a company, trade or farm led by their relative with whom he lived in the same household.
This category includes for example:

- son or daughter who work in the parental business or parental farm without payment i
- a woman who helps her husband in his business, without a contract and receiving a formal salary.

If it is not possible to determine one of the offered modalities, code 9 should be circled, i.e. **unknown.**

DATA ON DEATH

It is necessary to indicate whether there is a Death Certificate attached to the DEM-2 form or not.

12. Place of death

Only one of the offered codes should be circled.
If the death occurred in a health facility, code 1 should be circled.
If the death occurred in a residential facility, code 2 should be circled.
If the death occurred in an apartment (house), code 3 should be circled.
If death occurred elsewhere, code 4 should be circled.

13. Whether the deceased was treated for diseases, injuries and conditions from which he died

Before entering the answer to this question, the registrar should determine what answers were given on the Death Certificate.
If the deceased person was treated by a doctor in connection with the disease from which the death occurred, code **1** should be circled (the person was treated).
For those persons who were not treated for the disease that caused death, code 2 should be circled.
The answer "unknown" - code 9, should be circled only in case the correct answer cannot be obtained.

14. Who provided information on the cause of death

Only one of the answers listed in the form should be circled, based on the data entered on the Death Certificate and based on the medical report on the cause of death.

If there is information about the medical report on the cause of death, the answer can be coroner - medical doctor - code 1, coroner - code **2** or medical doctor who treated - code 3.
If the cause of death is undetermined - code 4 should be circled.

15. Cause of death

The registrar does not enter an answer to this question. This answer should be entered by the doctor who is in charge of coding the cause of death, according to special instructions.

16. Origin of death

If the death occurred naturally, code 1 should be circled, if the death was violent, code 2.
If the origin of death is undetermined, code 3 should be circled.

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DATA ON VIOLENT DEATH

For persons whose death is the result of an accident, murder or suicide in addition to answering questions 1 to 16 on the form DEM-2, answers to questions 17 to 20 of the same form should also be filled out.

17. Type of violent death

For this question, you should circle one of the codes with the corresponding modality, 1, 2, **3** or 9.

18. External cause of violent death

The answer to this question should be entered by the doctor who is in charge of coding the cause of death, according to special instructions.

The information should be transferred from the Death Certificate from the section of the form Part II, Report on the cause of death. If the type of violent death and the external cause of death are not clearly indicated in the Death Certificate, the registrar should request this information from the applicant. If this information is not known to him, he requests it later from the competent doctor who issued the Death Certificate.

19. When the case happened

This question should be answered with information about the time **when the case happened, not** when **the death occurred,** because there can be a longer time gap between these two moments. The answer to this question includes two pieces of information:
- day, month, year and hour or minute when the incident happened. Here you should enter, for example, January 1, 2015 at 20 hours and 30 minutes;

- day of the week. You should enter, for example, Sunday, Monday, etc.

20. Type of accident

If in question 17 on the DEM-2 form, the type of violent death is one of codes **2** or 3, code **0** should be circled in this question - it is not an accident.

Depending on the type of accident (at work, at school, traffic accident, accident at home), you should circle the appropriate code with one of the listed answers, and according to the following instructions.

The answer "accident at work - code 1, should be circled for those cases when a person had an accident while fulfilling work obligations, at work.

The answer "accident upon arrival/departure to work - code 2, should be circled in case the person had an accident during the arrival time to work, as well as in the case if a person has an accident in the time after finishing work on the way back from the workplace to home.

The answer "accident at school/college" - code 3, should be circled for those cases when a person had an accident during fulfilling school obligations.

Answer "accident on arrival/departure to school/college - code 4, this code should be circled for those pupils and students who had an accident in the time from leaving home to school or college, or on the way back from school or college to home.

Answer "traffic accident" - code 5, should exclude accidents when arriving/departing from work or school or college.

The answer "accident at home" - code **6,** should be circled if the person had an accident while doing housework or other activities at home.

The answer "other" - code 7, should be circled for all cases that cannot be classified in any of the previously mentioned answers.

The answer "unknown" - code 9, should be circled only in case the correct answer cannot be obtained.

DATA FOR DEAD INFANTS

Answers to questions 21-29. they refer only to dead infants, i.e. children who died in the first year of life.

21. Weight of the child

Birth weight is the first weight of the fetus or newborn child measured immediately after birth and expressed in grams.

For example, if the weight of the child is 3 kilograms and 800 grams, enter 3800.

In the event that the Notification of Birth is not available, nor can the answer to this question be obtained in another way (from the applicant), the registrar does not fill in the box.

22. Length of the child

The length of the child at birth is the first height of the fetus or newborn child measured immediately after birth and expressed in centimeters. For example, if the length of the child is 58 centimeters, enter 58.

If the answer to this question cannot be obtained in another way (from the applicant), the registrar does not fill in the box.

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23. Gestational age

Gestational age or duration of pregnancy is calculated in days or weeks of pregnancy (gestation). It is measured from the first day of the last normal menstrual cycle and is expressed in completed weeks. For example, if the gestational age is 37 weeks, enter 37 in the box.

If the answer to this question cannot be obtained in another way (from the applicant), the registrar does not fill in the box.

24. Date of birth of the mother of the deceased child and JMB

The day, month and year of birth of the mother of the deceased child should be entered in the boxes, as well as the other 6 numbers of the unique birth number (JMB).

24a. Mother's nationality

The answer to this question is entered on the basis of valid documents on the mother's citizenship.

25. Whether the child was born in marriage or out of wedlock

The answer to this question should be given by circling the corresponding code. A child born in marriage is considered a child who is born in a marriage concluded according to the provisions of the Family Law.

For a child born out of wedlock, you should enter whether the parents of this child live together or separately (codes 2, **3** or 4).

Enter code **5** for a child who was found, that is, at will.

26. How many children did the mother of this child give birth to in total (including this infant who died)

The total number of children the mother gave birth to, **including this infant who died,** should be entered on this question . All children (born alive and stillborn) **from this and previous marriages of the mother should be entered, as well as the children of this mother born out of wedlock,** if she had them, but not the father's children from previous marriages.

26a. How many children are there in life

As an answer to this question, you should enter the total number of children that the mother gave birth to and who are alive.

To questions 28. Mother's school preparation, 29. Mother's activity, 29a. Status in activity and 29b. The employment status of the mother of the deceased infant, the answers are given in the same way as to questions 10 and 11, which also refer to other deceased persons.

Remark

Here you should enter information about the decision of the competent authority on the approval of subsequent or re-registration, a note that the registration was made according to a certain article of the Law on Civil Registry Books, and possibly other explanations that can clarify certain answers entered on the form.

5. DEATH CERTIFICATE AND DELIVERY OF DEATH CERTIFICATE

Statistical data on deceased persons should serve, primarily, health workers to study the causes of mortality of the population with regard to gender, age, occupation and other characteristics, both in narrower areas such as municipalities, as well as within wider communities - cantons or the state. as well as for comparison with other countries. These data are published annually in periodicals.

The death certificate has two basic purposes:

- the certificate is the only document on the basis of which the registrar can make an entry in the register of the deceased i
- the certificate is the source from which the individual data on the deceased is used for statistical processing, and especially for the preparation of results on the causes of death of the population.

For the statistical processing of data on the deceased, in addition to the Death Certificate, the statistical death report - form DEM-2 is used.

The death certificate is issued by:

- for persons who died in a healthcare facility, the healthcare facility where the death occurred,
- for persons who died outside a healthcare institution, doctors or other persons authorized to determine death, in all areas where such are authorized people exist
- for persons who died outside a health facility, and there is no person authorized to determine death in the area where the death occurred - the competent registrar based on the statement of two witnesses who confirm the fact of death.

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Organization of issuance and delivery of the Death Certificate

The death certificate is issued **according to the place of death** (regardless of where the deceased was permanently resident), while the entry in the registers of the deceased according to the place of residence of the deceased. Without a Death Certificate, registration in the death register cannot be made.

If the death occurred abroad and the case of death was entered in the register according to the provisions of the law on basic data for registry book, the regulations of the country where the case occurred are applied for issuing and completing the Death Certificate.

The death certificate is issued immediately after the fact of death is established.

The Death Certificate should include accurate information about the deceased person, including information on whether the deceased was treated and where. Data are entered by healthcare institutions for all deceased persons, and registrars should endeavor that all answers to those questions are filled in the Death Certificate, and for persons who have not been treated, the answers are given by persons authorized to issue the Death Certificate using the available documentation and the statement of the reporting person. death case.

Report on the cause of death (Part II – death certificates)

The coroner, i.e. the authorized medical doctor, enters data on the cause of death in the questions from the Death Certificate exclusively on the basis of medical documentation (autopsy findings, medical history and health record).

Who enters the data in the Report on the cause of death

A medical doctor (coroner, i.e. an authorized medical doctor) after performing an examination of the deceased person, when the occurrence of death has been determined and the cause of death is known, if the body has not been sent for an autopsy, fills out the Death Certificate in accordance with the Rulebook on the method of examining the deceased, and determining the time and cause of death.

Examination, determination of the time and cause of death of persons who died outside a health care institution is performed by a medical doctor (coroner). appointed by the cantonal ministry responsible for health.

Review, determination of time and cause of death of persons who died during hospital treatment and inpatient care at home health is performed by medical doctors of the institution appointed by the director of the health institution (authorized medical doctor).

A death certificate is completed and issued for:

a) persons treated and died in a health care organization immediately after the death was determined, i.e. immediately after the health care organization, that is, the doctor who treated the deceased is notified;

b) persons treated at home or on an outpatient basis, as well as for persons treated in a healthcare organization but discharged before death - immediately after the health organization or the doctor who treated the deceased is notified;

c) persons who died as a result of a violent death or persons who died on the way to the health care organization - immediately after the autopsy or investigation was performed or after the death was determined for people who died on the way to the health care organization.

Exceptionally, if the deceased was treated outside the place where he died or if for other reasons it is impossible to immediately issue a Medical Report on the cause of death, health organizations should do so subsequently or at the request of the registrar who made the entry in the register of the deceased. Healthcare organizations are obliged to do so no later than 5 days after receiving the request from the registrar.

In circumstances where a longer period of time is required to determine the cause of death, i.e. when it is necessary to perform diagnostic methods such as toxicological, pathohistological, DNA analysis, etc., to determine the cause of death, a temporary death certificate is issued, in which case the cause of death he writes "in obs.".

In the case when the medical documentation about the deceased is not available (because the applicant provided the wrong medical organization or doctor or for any other reason), the health organization is obliged to notify the registrar within the same period.

The information on the cause of death in the Death Certificate **is confidential,** so all persons handling the forms containing this information must keep it as an official secret.

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6. STATISTICAL REPORT ON MARRIAGE - form DEM-3

For each concluded marriage, the registrar must, when entering the marriage register, fill out a statistical report on the conclusion of the marriage, form DEM-3.

In the header of the DEM-3 form, in addition to the answer to the question about **the place of registration:** canton, municipality/city, register area, register/local office, current number of registration in the register and date of registration (day, month, year), you should also enter information about **place of marriage:** populated place or a foreign country. **Date of marriage** (day, month and year) and information on how **the marriage was concluded:** civil (code 1) or civil and religious (code 2).

Based on the data on the date of the marriage, the age of the bride and groom at the time of the marriage is calculated, and therefore **the full date of the marriage must be entered.**

When entering answers to individual questions, the registrar should act according to the following explanations, with the fact that explanations for the questions related to the groom and the bride are given side by side, indicating the serial number of both questions.

INFORMATION FOR THE GROOM AND THE BRIDE

1. Surname (name of one parent) and first name

The answer should be entered as it is entered in the register of marriages.

2. Date of birth and JMB

You should enter the day, month and year of birth as it is entered in the register of marriages and the other 6 numbers of the unique personal identification number (JMB). For example, for a person born on February 14, 1985, 1402985 and the rest of the person's birth number should be entered.

If the JMB is not known by the date of submission of the form to the competent cantonal statistics office, only the date of birth should be entered in the boxes provided.

2a. Country of birth

For the bride and groom, the name of the country where they were born should be entered.

3. Surname after marriage

You should circle the code next to one of the given answers. Answers to questions can be:
- Keep your birth surname (code 1), - Take your wife/husband's surname instead of your birth surname (code 2) and - Add your wife's/husband's surname to your birth surname (code 3)

4. Previous marital status

One should circle the code next to one of the given answers that come into consideration, according to the legal marital status of the groom/bride **before the conclusion of this marriage.**

Answers to question 4 can be "single" (code 1), "widower" (code 2) or "divorced" (code 3). Code 2 or 3 should be circled only if the previous marriage ended with the death of the other spouse, that is, only if the previous marriage was divorced on the basis of a final court verdict.

5. Marriage by arrangement

You should circle the code next to one of the given answers. The answer can be **"first** - code 1", **"second** - code 2" and **"third and more** - code 3".

In the case of previous marriages, only those that were concluded under the provisions of the Family Law or the legal regulations that were in force at the time of the conclusion of those previous marriages, and ended either with the death of one spouse or on the basis of a final court decision on divorce, should be taken into account.

6. Place of residence before marriage

In response to this question, for the groom/bride, the place of permanent residence that the person considers to be the residence should be entered.

For this question, enter the canton, municipality/city, town, street and house number of residence (place of permanent residence).
Next to the name of the inhabited place (an independent inhabited place, not a part of it), you should enter the canton and the municipality/city to which the place belongs.
The name of the canton, municipality/city and settlement should be entered according to the valid administrative division at the time of registration in the register of marriages.

For persons whose residence is outside Bosnia and Herzegovina, **the name of the country** of residence should be entered.

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6a. Was he/she absent from residence for a year or longer

If the groom/bride **has been** absent from his/her place of residence for a year or longer **(the time year preceding the wedding date is taken into account, not the calendar year), circle the answer Yes .....1, and then question 6b.** enter place of residence:
canton, municipality/city, town, street and house number **where the groom/bride resided.** If the person **has lived abroad for a year or longer, the name of the country of** residence must be entered .

If the groom/bride **has not been absent from his/her place of residence** for a year or longer, circle the answer **No....2** (mentioned in question 6a.) or he/she has been absent **for less than one year,** as an answer to question **6b.** a hyphen (-) is entered .

Persons who, as employees or family members of employees working in **diplomatic and consular services ,** stay abroad, regardless of the length of their stay abroad, **are not considered absent from Bosnia and Herzegovina ,** and in that case the answer is given only to the previous question, and to this one a hyphen (-) is entered in questions .

Examples of residence, length of absence from residence and residence are explained in this statistical guide
birth report (form DEM-1) are also applied to the statistical report on the conclusion of marriage (wedding-form DEM-3).

7. Citizenship

The answer to this question is entered on the basis of valid citizenship documents.
If it is a person with **dual citizenship,** then both answers should be written on the lines.
If the citizenship is unknown, then **"unknown" should be written on the line.**
If it is about **stateless** persons , it should be written on the line next to the question.

8. National - ethnic affiliation

The Constitution of Bosnia and Herzegovina guarantees citizens the complete freedom to declare their national/ethnic affiliation. Based on these constitutional provisions, as an answer to this question, the nationality/ethnicity should be entered exactly as stated by the person reporting the case for registration in the register. So, for example, one should enter Bosniak, Croat, Serb, Albanian, Roma, Hungarian, Slovak or some other national/ethnicity as stated by the person.

If the person answering this question does not want to declare his/her nationality/ethnicity, the answer should be "does not declare".

9. Faith

The Constitution of Bosnia and Herzegovina guarantees citizens the free practice of religion. As an answer to this question, you should enter your religion as stated by the person giving the other information. For example, one should enter Islam, Catholic, Orthodox, atheist or some other religion as the person declared.

If the person answering this question does not want to declare his religious affiliation, he should write "does not declare" as the answer.

10. School preparation (highest completed school)

In response to this question, circle the code next to the highest school the person completed.

The highest school completed is the type of school from which the person obtained the highest level of education. At
it should not make a difference whether the schooling was obtained by finishing a regular school (primary, high school, secondary vocational school) or
by attending a school that replaces a regular school (school for adult education), i.e. whether it was obtained by passing an exam in a regular school
school or by completing a short-term education course.
Courses that do not give a certificate from a regular school (course for typists, bookkeepers, etc.) are not taken into account as answers to this
question, but the information about the previously completed school is given.

For persons who did not attend any school, they are persons **without school** and code **11 should be circled.**

For people who have **incomplete elementary school,** circle code **12.**

For persons who have **completed elementary school,** code 13 is rounded .

For persons who **have completed secondary education,** the code **14, 15, 16 or 17** should be circled, depending on the years of completed education.
schools), and if they attend college, higher or higher education school, circle the code that corresponds to the previously completed school.
If, after completing secondary technical education lasting **3** years, a qualification lasting 1 year is completed, the qualification "specialist" is acquired, then circle the code **"16"** on the form (that is, school lasting 4 years). If, after completing secondary professional education lasting 3 years, a 2-year qualification for a "master" is completed, the code **"17"** should be circled on the form (i.e. school lasting 5 years).

For persons who have completed **higher education and the 6th degree of the university,** the code 18 should be entered .

For persons **attending postgraduate studies** or who already have a Master's or Doctor of Science degree, code **19** should be circled , which corresponds to a previously completed college or higher education school.

For people who have completed **a master's degree,** code **20** should be circled , and for **a doctorate,** code **21.**

In the event that information about school preparation is not known, code **99** (unknown) should be circled.

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If the person attended or graduated from a school abroad, the corresponding level of that school in the country should be circled, i.e. whether primary, secondary, high school or university.

11. Activity

With regard to activity, all persons are divided into active persons (those who perform an occupation and those who do not perform an occupation), persons with personal income and dependents.

11a. Status in activity

The answer should be given by circling one of the offered codes.

Code 11 should be circled for persons who **are employed or self-employed .**
Code 12 should be circled for people who **perform a profession without an employment relationship .**

If the answer is 11 or 12, the name of the profession must be written on the line provided for that.

Occupation is considered to be any work that earns a living, i.e. work for a salary or compensation, whether in money or in kind, **even if that work lasted only one hour** in the week preceding the date of marriage. Employment does not only mean an official employment relationship, but also other forms of work used to earn a living (code 12).

Therefore, a person who takes care of other people's children by agreement is equally employed, as well as a person who does this in an official employment relationship, i.e. a kindergarten teacher, a farmer who cultivates the land exclusively for his own needs and for the market, and a person who is employed in a state/private company with regular working hours for an indefinite period of time as well as a person who performs work under a work contract.
Persons who are temporarily absent from work due to illness, vacation, education, reduced workload, etc., and who have formal-legal employment relationship, i.e. the job to which they will return, should be considered employed, regardless of the length of the absence.

Occupation is determined **solely by the type of work a person performs, not by school or professional training.** Persons who graduated from the same school may have different occupations; for example, a person who graduated from the law school can be a professor, a judge of a court, a lawyer, a legal adviser, but also a procurement officer, a statistician or others.

If a person performs **two or more occupations,** his occupation is determined according to the tasks on which he spends the greater part of his working time times.

Examples of incomplete and general and correct answers for occupation:

Incomplete and general answers	Correct answers
Farmer	Market-oriented farmer, cattle breeder, farmer, fruit grower A farmer-producer for his own needs
Physical worker	Physical worker in agriculture, fishing, forestry, construction
Teacher	Professor in high school, professor in higher education institution
Engineer	Construction, electrical, mechanical engineer, etc.
Technician	Construction, mechanical, mining technician, etc.
Artist	Writer, sculptor, painter, composer, etc.
Director	Director of Sales, Marketing, Development, etc. Director in the field of mining, construction, etc. Director of a medical institution
Doctor	General practitioner, specialist doctor
Seller	Shop assistant, stall vendor or market vendor

Unemployed persons (do not perform an occupation)

Code **13** is rounded for the bridegroom or the bride, who does not have a job to earn a living and who is looking for a job through the employment service or independently.

Pensioner

Pensioner (aged, disabled, family) - code **14**

A "pensioner" is considered to be any person who receives an old-age, disability or family pension, provided that there is no some active occupation (e.g. a pensioner - a farmer who earns a living by working on his own farm, a pensioner who works tasks of his profession, bookkeeping tasks for small companies or other entities and receives payment based on work contracts, etc.).

If a person receives a pension, scholarship or supports himself from a loan, and at the same time is a pupil or student, code **17 should be circled.**

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Person with other personal income - code 15

"Persons with other personal income" are all persons who have social benefits (disability benefits, material insurance, social assistance and the like), income from renting out a house, apartment, land, shop and other property or from property rights, scholarships, student loans and the like, i.e. they have regular incomes and incomes other than the incomes that are obtained from work, i.e. from performing a profession.

Income from renting out an apartment or house refers only to the person who is the owner or co-owner of the apartment or house that is rented out in lease, and income from the land refers only to the owner or co-owner of the land, and not to other members of the household.

Person who performs housework/Housewife - code **16**

The code for "person doing housework/housewife" refers to persons aged 15 and over who do not do any work for earning and who spend exclusively or most of their time doing housework for the needs of their own household, such as
are: cleaning the apartment, preparing food, raising children and the like.

This answer **does not apply:**

- to persons aged 15 and over who most of the time **perform agricultural work** on the family farm, **manufacturing** work **of home-made items for sale, jobs in a commercial, catering or other business** of one of the household members, because they are considered active persons performing a profession.
- to persons aged 15 and over who **perform various household chores** (housekeepers, etc.) in other people's houses for which they receive compensation, because they are considered active persons performing their occupation.

These above-mentioned persons are active persons and for them, the name of the occupation that these persons mainly perform should be entered.

Student - code **17**

The answer student (15 years and older) or student refers to people older than 15 who attend a school full-time or part-time.
(primary, secondary or high school, university) on the condition that they do not perform any work for the sake of earning and are not looking for a job

Unable to work - code **18**

This code should be rounded for all persons aged 15 or older who do not or cannot perform due to illness, disability or old age interest.

Other dependents - code **19**

It refers to people who cannot be classified in any of the previous categories. An example is people who are serving a prison sentence or a measure of detention, upbringing, as well as people over the age of 15 who do **not work, do not look for work and do not want to work,** i.e. are economically inactive, do not receive a pension, do not study and mostly do not perform household chores.

Persons working or staying abroad - code **20.**

This answer should be rounded for people who are active and have been working abroad, regardless of whether their occupation is defined or the answer "unknown" is entered. The same answer should be circled in the case when the person is staying abroad and is supported is from a person working abroad.

If it is not possible to determine one of the offered response modalities, then code **99** - **unknown should be circled.**

11b. Employment status

The answer to this question is given only by those people who gave the answer to the previous question 11 - performs an occupation in the workplace relationship or independently or 12 - Performs an occupation without an employment relationship.

Employee - code **1**

It is rounded for persons who work for public or private employers and who receive compensation in the form of wages and benefits, fees, awards, performance-based payments or payments in kind, regardless of whether they have an employment contract or work on the basis of a verbal agreement. Persons who work in the army (military or civilian) are considered employees. Employees are persons who usually work for an employer who is outside households.

This category also includes:

- persons who perform the activity in their own home if they are paid for their work by an employer who is outside the household (if they perform the activity independently, they are treated as self-employed);
- persons who work in the family business and receive a regular salary;
- religious officials.

Employer - code **2**

The answer **"Employer (employs others)"** is marked for a person who works in his own business, professional practice with the intention making a profit and employing at least one person. Employers are not considered owners of shops or businesses where they only work members of their household for whom seniority is not paid. Also, owners of agricultural holdings are not included in this group who employ other persons (owners of livestock farms, chicken farms, etc.), i.e. individual farmers with employees.

Self-employed - code **3**

The answer **"Self-employed (does not employ others)"** is marked for a person who is the owner of a company, shop, office or works in cooperation with another person, while not employing workers. This code is also given to people who do most of the work on their own unregistered jobs (services of giving private lessons, translation, freelance, sewing, babysitting, selling at markets).

Helping household member - code **4**

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The answer **"Helping member of the household"** is marked for people who work **without pay** in a company, trade or farm led by their relative with whom he lives in the same household.

This category includes for example:

- son or daughter who work in the parental business or parental farm without payment i
- a woman who helps her husband in his business, without a contract and receiving a formal salary.

If it is not possible to determine one of the offered modalities, code 9 should be circled, i.e. **unknown.**

7. INSPECTION OF ENTRY IN REGISTRY BOOKS - form DEM-4

The review of registrations in the registers is compiled monthly **according to the time of registration,** not according to the time when the case happened. For example, a child born in December and registered in the registry of births in January will be included in the report for January, when it was also registered in the registry.

The registrar compiles an overview of registrations in the registers (form DEM-4) every month for the previous month, even when no cases were entered in the registers during the previous month. The form should be submitted to the cantonal statistics service no later **than 3 days after the end of the reporting month,** together with the statistical reports and their attachments. The registrar fills out this form in at least two copies, one of which is submitted to the competent statistical institute together with the statistical reports - forms DEM-1, DEM-2 and DEM-3, and the other is kept for his records.

If the registrar maintains register books for two or more registrar offices, he fills out a separate DEM-4 form for each office.

This form is filled out based on the entries made in the registry books and must include **data for all registry areas, that is, for each registry registry.**

When compiling this review, the registrar must take care that the current numbers of entries in the registers continue correctly, i.e. that in each monthly report he includes only those entries that were made in the respective registers under the ordinal number that follows the number with which he concluded the review for previous month.

A corresponding statistical report must be completed for each current number of registrations in the registers (except canceled registrations). In addition, each statistical death report (DEM-2 form) must be accompanied by a Death Certificate form, and for persons who were treated or died a violent death, a Medical Report on the cause of death.

The DEM-4 form is drawn up by the registrar as follows.

In the header of the form, you should enter the month to which the Review of entries in the registers refers, as well as the name of the canton, municipality/city and the seat of the registrar.

In **column** 1, you should enter the serial numbers of all register areas for which register books are kept at this registrar's office.

In **column** 2, you should enter in alphabetical order every populated place for which special registers are kept, if some vital event happened during the month. For populated places where there were no vital events, it should be stated at the end of the form "there were no vital events in other populated places".

In **columns 3, 9 and 17,** the corresponding current number of the first entry made during the reporting month should be entered, and in column **4, 10th and 18th** current number of the last entry in the same month.

In **columns 5, 11 and 19,** you should enter how many entries there were in individual registers during the reporting month. For example, the first entry in January 2015 was made under the current number 1, and the last one under 16, total of 16 entries; in February, the first entry under number 17, and the last under number 27, all entries 27-16=11 (the current number of the last entry from the previous month should be subtracted).

In **columns 6, 16 and 20,** you should enter the number of subsequent and repeated entries in individual registers during the reporting period. month.

In **column** 7, the total number of cases of recognition of paternity should be entered, and in **column** 8, the number of cases of enactment of a child for which a note was entered in the register of births during the respective month. There is no need to fill out special statistical sheets for these cases.

The number of accidents, murders and suicides should be entered in **columns 12, 13 and 14 .**

After entering the data in all columns, the registrar vertically adds the numbers entered in individual columns and enters the sums in the "total" line. If during the reporting month no entry was made in the registry books, the registrar should enter a hyphen (-) in the corresponding columns of the DEM-4 form.

For each canceled registration of birth, death or concluded marriage, the registrar on the DEM-4 form in the "Note" briefly states the reason for the cancellation of the registration; for example "double entry", "entry in the book of another inhabited place" and the like.

8. SUBMISSION OF STATISTICAL REPORTS

The registrar keeps all statistical reports, filled in during the month, together with the Death Certificates, and at the end of each month, submits them to the competent statistical institute no later than three days after the end of the month to which the material relates.

Completed statistical reports, which are submitted together with the Review of Entries in the Registers (DEM-4), must be arranged separately for each register area (area for which registers are kept), if the registrar keeps records for several areas. Within each area, the reports must be arranged separately for births, separately for deaths and separately for concluded marriages, and in each of these groups, also according to current enrollment numbers.

If the registrar keeps books for several offices of the registrar, the reports must be arranged separately for each office, and within each office in the same order as stated in the previous paragraph.

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When submitting the statistical reports completed during the month, the registrar will attach, in a separate envelope, all subsequently obtained Death Certificates from the previous period.

On the basis of the received reports and the Overview of entries in the register (form DEM-4), the canton's statistics office checks whether all the reports listed in DEM-4 have been received, and according to the current numbers listed in DEM-4 and on individual forms. In this way, coverage of vital event statistics is controlled.

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BOSNIA AND HERZEGOVINA
FEDERATION OF BOSNIA AND HERZEGOVINA
FEDERAL OFFICE OF STATISTICS
S A R A J E V O

Form DEM - 1

Law on Statistics in the Federation of Bosnia and Herzegovina
"Official Gazette of FBiH" no. 63/03 and 9/09

STATISTICAL REPORT ON BIRTHS

The obligation to submit reports is based on Article 31 of the Law on Statistics in the Federation of Bosnia and Herzegovina. Refusal to provide data, providing incomplete and inaccurate data or not providing data in the prescribed content and time limit shall result in penal provisions from Art. 43 and 44 of the aforementioned Law. The data provided in this report will be used exclusively for statistical purposes and will not be published individually. The use, confidentiality and protection of data is determined by Articles 36 to 42 of the Law on Statistics in FBiH and will be applied during the statistical processing of the subject data.

Place of enrollment:

Canton .....

Municipality/City .....

Home area .....

Registry/local office .....

The current number of entries in the register .....

Date of enrollment ..... day month year

Place of birth Municipality/City .....

Place of residence or foreign country .....

Statistical serial number .....

1. THE CHILD IS BORN

Hi ..... 1 Dead 2

2. CHILD'S NAME

.....

3. SEX OF THE CHILD

Male.....1 Female.....2

4. DATE OF BIRTH AND JMB

day month year | the other 6 nos. JMB

5. THE WEIGHT OF THE CHILD

(gramma)

6. CHILD'S LENGTH

(in centimeters)

7. GESTATIONAL AGE (completed weeks of pregnancy)

8. MOTHER'S RESIDENCE

Canton .....

Municipality/City .....

Inhabited place .....

Street and number .....

Foreign country .....

.....

8a. IS THE MOTHER ABSENT FROM THE RESIDENCE?

A YEAR OR LONGER

(until the child's birth date)

And .....1 It is 2

8b. IF 8a is "YES", WRITE THE PLACE OF RESIDENCE

Canton .....

Municipality/City .....

Inhabited place .....

Street and number .....

Foreign country .....

9. PLACE OF BIRTH

In a maternity hospital or other health facility 1

In the apartment or in another place, with the help of:

doctor of medicine 2

obstetric nurses - midwives 3

other persons 4

10. NUMBER OF CHILDREN BORN AT THIS DELIVERY

one 1

two (twins) three and 2

more 3

11. HOW MANY CHILDREN HAS THE MOTHER GIVEN BIRTH SO FAR

(including this child)

In total .....

Live births .....

Stillborn .....

12. HOW MANY OF THOSE CHILDREN ARE ALIVE

13. THE CHILD IS BORN

In marriage 1

From Braka

Parents live together 2

Parents do not live together 3

Found child (willingly) 4

14. DATE OF MARRIAGE OF THE PARENTS

MARRIAGE OF PARENTS day month year

15. HOW MANY CHILDREN DID THE MOTHER GIVE BIRTH TO

TO THIS MARRIAGE (including this child)

In total .....

Live births .....

Stillborn .....

16. WHICH MOTHER'S MARRIAGE IS IN ORDER

He is not married 1

First 2

Other 3

Third and more 4

Unknown 9

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INFORMATION ABOUT THE MOTHER

17. SURNAME AND FIRST NAME

.....

18. DATE OF BIRTH AND JMB

day month year | the other 6 nos. JMB

18. a STATE OF BIRTH

.....

19. CITIZENSHIP

.....

For dual citizenship .....

20. NATIONAL - ETHNIC AFFILIATION

.....

21. FAITH

.....

22. SCHOOL PREPARATION (highest completed school)

Without school 1 1

Incomplete primary school Primary 1 2
school 1 3

Secondary school duration: 2
years 1 4
3 years 4 ..... 1 5
years 1 6
5 years 1 7

Higher school and I. (VI.) degree of faculty 1 8

Faculties and art academies 1 9

Magisterium .... 2 0 Ph.D
..... 2 1

Unknown 9 9

23. ACTIVITY

23 a. STATUS IN ACTIVITY

Performs an occupation in an employment
relationship or independently 1 1

Performs a profession without an employment relationship 1 2

If the answer is 11 or 12, enter the name of the profession

NAME OF OCCUPATION _____

_____

Unemployed (does not work) 1 3
Retired 1 4

A person with other personal income 1
5 Housewife 1 6

Student Unfit for work Other 1 7

dependents 1 8
..... 1 9

A person working or staying abroad 2

0 Unknown 9 9

23 b. EMPLOYMENT STATUS

(answers are given only by persons who answered
"11" or "12" to question 23.a)

Employee 1
Employer 2

Self-employed ..... 3 Helping
household member 4

Unknown 9

INFORMATION ABOUT THE FATHER

24. SURNAME AND FIRST NAME

.....

25. DATE OF BIRTH AND JMB

day month year | the other 6 nos. JMB

25. a STATE OF BIRTH

.....

26. CITIZENSHIP

.....

For dual citizenship .....

27. NATIONAL - ETHNIC AFFILIATION

.....

28. FAITH

.....

29. SCHOOL PREPARATION (highest completed school)

Without school 1 1

Incomplete primary school Primary 1 2
school 1 3

Secondary school in duration:
2 years 1 4
3 years 1 5
4 years 1 6
5 years 1 7

Higher school and I. (VI.) degree of faculty 1 8

Faculties and art academies 1 9

Magisterium 2 0
Doctorate 2 1

Unknown 9 9

30. ACTIVITY

30 a. STATUS IN ACTIVITY

Performs an occupation in an employment
relationship or independently 1 1

Performs a profession without an employment relationship 1 2

If the answer is 11 or 12, enter the name of the profession

NAME OF OCCUPATION _____

_____

Unemployed (does not work) 1 3
Pensioner 1 4

A person with other personal income A 1 5

person who does housework A student Unable 1 6
to work 1 8 ..... 1 7
.....

Other dependents ....1 9.....

A person working or staying abroad 2 0

Unknown **30** 9 9

b. EMPLOYMENT STATUS

(answers are given only by people who answered
"11" or "12" to question 30.a)

Employee 1
Employer 2

Self-employed 3
Helping household member 4

Unknown 9

Notes:

M.P. Registrar: .....

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BOSNIA AND HERZEGOVINA
FEDERATION OF BOSNIA AND HERZEGOVINA
FEDERAL OFFICE OF STATISTICS
S A R A J E V O

Form DEM - 2

Law on Statistics in the Federation of Bosnia and Herzegovina
"Official Gazette of FBiH" no. 63/03 and 9/09

STATISTICAL REPORT ON DEATH

The obligation to submit reports is based on Article 31 of the Law on Statistics in the Federation of Bosnia and Herzegovina. Refusal to provide data, providing incomplete and inaccurate data or not providing data in the prescribed content and time limit shall result in penal provisions from Art. 43 and 44 of the aforementioned Law. The data provided in this report will be used exclusively for statistical purposes and will not be published individually. The use, confidentiality and protection of data is determined by Articles 36 to 42 of the Law on Statistics in FBiH and will be applied during the statistical processing of the subject data.

Place of enrollment
Canton .....
Municipality/City .....
Home area .....
Registry/local office .....
The current number of entries in the register ..... Date of enrollment .....
Place of death Municipality/City .....
Place of residence or foreign country .....
Statistical serial number .....

1. SURNAMES
DO
Name of one parent

2. SPOL
Male ..... 1 Women's 2

3. DATE OF DEATH
day month year
hour of death (0-24) minutes

4. DATE OF BIRTH AND JMB
day month year
the other 6 nos. JMB
hour of birth (0-24) (only for children up to 7 days) minutes

4.a. COUNTRY OF BIRTH

5. RESIDENCE
Canton
Municipality/City
Inhabited place
Street and number
Foreign country

5a. WAS THE DEAD PERSON ABSENT FROM RESIDENCE FOR A YEAR OR MORE
(until the date of death)
D a ..... 1 N and 2

5b. IF 5a. "YES", ENTER THE PLACE OF RESIDENCE
Canton
Municipality/City
Inhabited place
Street and number
Foreign country

6. MARITAL STATUS
Unmarried-unmarried 1
Married-married 2
Widower-widow 3
Divorced-divorced 4
Unknown 9

7. CITIZENSHIP
For dual citizenship

8. NATIONAL - ETHNIC AFFILIATION

9. FAITH

10. SCHOOL PREPARATION
(highest completed school)
Without school 1 1
Incomplete elementary school 1 2
Elementary School 1 3
Secondary school in duration:
2 years 1 4
3 years 1 5
4 years 1 6
5 years 1 7
Higher school and I. (VI.) degree of faculty 1 8
Faculties and art academies 1 9
Master's degree 2 0
Doctorate 2 1
Unknown 9 9

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11. ACTIVITY

11a. STATUS IN ACTIVITY

Performed an occupation in an employment relationship or independently 1 1

Worked without an employment relationship 1 2

If the answer is 11 or 12, enter the name of the profession

NAME OF OCCUPATION _____

_____

Unemployed ..... (did not work) 1 3

Pensioner 1 4

A person with other personal income 1 5

Person doing housework/Housewife 1 6 Child, pupil or student ..... 1 7 Unable /a for work 1 8

Other dependents 1 9

A person working or staying abroad... 2 0

Unknown 9 9

11b. EMPLOYMENT STATUS

(answer given only for persons for whom the answer "11" or "12" was given to question 11a.)

Employee 1

Employer 2

Self-employed ..... 3 Helping member of the household 4

Unknown 9

DATA ON DEATH

Death certificate attached: and 1

is 2

12. PLACE OF DEATH

in a health care facility ..... in an accommodation facility 1

..... in the apartment, at home in another 2

..... 3

place 4

13. WAS THE DECEASED TREATED BY

DISEASES, INJURIES AND CONDITIONS FROM WHICH HE DIED

D a 1

N e 2

Nepoznato 9

14. WHO PROVIDED DATA ON THE DEATH

Coroner - doctor of medicine 1

Autopsy 2

Medical doctor who treated Cause of death 3

undetermined 4

15. CAUSE OF DEATH

written by the doctor from the "Death Certificate" |_|_|_|_|

16. ORIGIN OF DEATH

natural 1

violent 2

unspecified 3

DATA ON VIOLENT DEATH

17. TYPE OF VIOLENT DEATH

An accident 1

Suicide 2

Murder 3

Unexplained (unknown) 9

18. EXTERNAL CAUSE OF VIOLENT DEATH

written by the doctor from the "Death Certificate" |_|_|_|_|

19. WHEN THE INCIDENT HAPPENED

datum ..... |_____|

day month year

sat (0 - 24) |_|_| minutes |_|_|

for statistics: interval between events and occurrences of death

day of the week

20. TYPE OF ACCIDENT

It's not an accident 0

Accident at work 1

Accident when arriving/departing from work 2

Accident at school/college 3

Accident on arrival/departure to school/ college 4

Traffic accident (accidents are excluded when arriving/departing to work or school/ college) 5

Accident at home 6

Other 7

Unknown 9

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DATA FOR DEAD INFANTS

21. CHILD'S WEIGHT
(birth weight in grams)

22. LENGTH OF CHILD
(in centimeters)

23. GESTATIONAL AGE
(completed weeks of pregnancy)

24. DATE OF BIRTH AND MOTHER'S AGE
A DEAD CHILD

day month year | the other 6 nos. JMB

24a. CITIZENSHIP OF THE MOTHER

25. WHETHER THE CHILD WAS BORN IN MARRIAGE
OR OUT OF MARRIAGE

In marriage 1
From Braka 2
Parents live together 3
Parents do not live together ..... 4 Nahoce
(found child) 5

26. HOW MUCH IS THIS CHILD'S MOTHER IN TOTAL
GAVE CHILDREN
(including this dead infant)
In total .....
Live births .....
Stillborn .....

27. HOW MANY CHILDREN ARE ALIVE .....

28. MOTHER'S SCHOOL PREPARATION (highest completed school)

Without school 1 1
Incomplete elementary school 1 2
Elementary School 1 3

Secondary school in duration:
2 years 1 4
3 years 1 5
4 years 1 6
5 years 1 7

Higher school and I. (VI.) degree of faculty 1 8
College/faculty/academy/university ... 1 9
Master's degree 2 0
Doctorate 2 1
Unknown 9 9

29. MOTHER'S ACTIVITY

29a. STATUS IN ACTIVITY

Performs an occupation in an employment relationship or independently 1 1

Performs an occupation without an employment relationship 1 2

If the answer is 11 or 12, enter the name of the profession

NAME OF OCCUPATION

Unemployed 1 3
(does not have an occupation)

Pensioner 1 4

Person with other personal income 1 5

Housewife 1 6

Student 1 7

Unable to work 1 8

Other dependents 1 9

Persons working or staying abroad 2 0

Unknown 9 9

29b. EMPLOYMENT STATUS

(the answer is given only by persons who answered "11" or "12" to question 29a.)

Employee 1
Employer 2
Self-employed 3
Helping member of the household 4
Unknown 9

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NOTES:

M. P. Registrar: .....

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BOSNIA AND HERZEGOVINA
FEDERATION OF BOSNIA AND HERZEGOVINA
FEDERAL OFFICE OF STATISTICS
S A R A J E V O

Form DEM - 3

Law on Statistics in the Federation of Bosnia and Herzegovina
"Official Gazette of FBiH" no. 63/03 and 9/09

STATISTICAL REPORT ON MARRIAGE

The obligation to submit reports is based on Article 31 of the Law on Statistics in the Federation of Bosnia and Herzegovina. Refusal to provide data, providing incomplete and inaccurate data or not providing data in the prescribed content and time limit shall result in penal provisions from Art. 43 and 44 of the aforementioned Law. The data provided in this report will be used exclusively for statistical purposes and will not be published individually. The use, confidentiality and protection of data is determined by Articles 36 to 42 of the Law on Statistics in FBiH and will be applied during the statistical processing of the subject data.

Place of enrollment:
Canton ..... Municipality/City .....
Home area .....
Registry/local office .....
The current number of entries in the register .....
Date of enrollment ..... day month year

Wedding place:
Place of residence or foreign country .....
Statistical serial number .....

Date of marriage day month year

The marriage was concluded: civil 1
civil and religious.....2

INFORMATION FOR THE GROOM

1. SURNAME (NAME OF ONE PARENT) AND FIRST NAME

2. DATE OF BIRTH AND JMB
day month year — the other 6 nos. JMB

2a. COUNTRY OF BIRTH .....

3. SURNAME AFTER MARRIAGE
Kept his birth name 1
Took wife's last name instead of his birth name 2
Added his wife's surname to his birth name 3

4. PREVIOUS MARITAL STATUS Single
..... 1
Widower 2
Divorced 3

5. MARRIAGE BY
First **ORDER** 1
Other ..... 2 Third and above ..... 3 _

6. RESIDENCE BEFORE MARRIAGE
Canton .....
Municipality/City .....
Inhabited place .....
Street and number .....
Foreign country .....

6a. HAS HE BEEN ABSENT FROM RESIDENCE FOR A YEAR OR LONGER (until the wedding date)
And ..... 1 Yes... 2

6b. AS IS 5a. "Yes" . ENTER THE PLACE OF RESIDENCE
Canton .....
Municipality/City .....
Inhabited place .....
Street and number .....
Foreign country .....

INFORMATION FOR THE BRIDE

1. SURNAME (NAME OF ONE PARENT) AND FIRST NAME

2. DATE OF BIRTH AND JMB
day month year — the other 6 nos. JMB

2a. COUNTRY OF BIRTH .....

3. SURNAME AFTER MARRIAGE
She kept her birth name 1
She took her husband's last name instead of her birth name 2
She added her husband's surname to her birth name 3

4. PREVIOUS MARITAL STATUS
Neudata 1
Widow 2
Divorced 3

5. MARRIAGE BY ORDER
First 1
Other 2
Third and more 3

6. RESIDENCE BEFORE MARRIAGE
Canton .....
Municipality/City .....
Inhabited place .....
Street and number .....
Foreign country .....

6a. HAS SHE BEEN ABSENT FROM RESIDENCE FOR A YEAR OR MORE (until the date of the wedding)
And ..... 1 Yes... 2

6b. AS IS 5a. "Yes" . ENTER THE PLACE OF RESIDENCE
Canton .....
Municipality/City .....
Inhabited place .....
Street and number .....
Foreign country .....

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INFORMATION FOR THE GROOM	INFORMATION FOR THE BRIDE
7. CITIZENSHIP	**7. CITIZENSHIP**
For dual citizenship:	For dual citizenship:
8. NATIONAL - ETHNIC AFFILIATION	**8. NATIONAL - ETHNIC AFFILIATION**
9. FAITH	**9. FAITH**
10. SCHOOL PREPARATION (highest completed school)	**10. SCHOOL PREPARATION** (highest completed school)
No school ..... 1 1 Incomplete elementary school 1 2	Without school 1 1
Elementary School 1 3	Incomplete elementary school 1 2
Secondary school duration: 2 years	Elementary School 1 3
3 years 4 ..... 1 4	High school duration:
years 5 ..... 1 5	2 years 3 ..... 1 4
years Higher 1 6	years 4 ..... 1 5
school and 1	years 5 ..... 1 6
I. (VI.) degree of faculty Faculties and art 7 ..... 1 8	years Higher 1 7
academies .... 1 9 Master's	school and I. (VI.) degree of faculty Faculties 1 8
degree .... 2 0 Ph.D 2 1	and art academies 1 9
Unknown 9 9	Master's degree 2 0
	Doctorate 2 1
	Unknown 9 9
11. ACTIVITY	**11. ACTIVITY**
11a. STATUS IN ACTIVITY	**11a. STATUS IN ACTIVITY**
Performs an occupation in an employment relationship or independently 1 1	Performs an occupation in an employment relationship or on its own 1 1
Performs an occupation without an employment relationship 1 2	Performs a profession without an employment relationship 1 2
If the answer is 11 or 12, enter the name of the profession	*If the answer is 11 or 12, enter the name of the profession*
NAME OF OCCUPATION	**NAME OF OCCUPATION**
Unemployed (does not have an occupation) 1 3	Unemployed (does not have an occupation) 1 3
Pensioner 1 4	Pensioner 1 4
A person with other personal income ..... 1 5 A person who does housework .... 1 6 Pupil or student 1 7	A person with other personal income 1 5
	Housewife 1 6
	Student 1 7
Unable to work ..... 1 8 Other dependents 1 9	Unable to work 1 8
Person working/staying abroad 2 0	Other dependents 1 9
Unknown 9 9	A person working/staying abroad 2 0
	Unknown 9 9
11 b. EMPLOYMENT STATUS	**11 b. EMPLOYMENT STATUS**
(answers are given only by persons who answered question 11a. answered "11" or "12")	(answers are given only by persons who answered question 11a. answered "11" or "12")
Employee 1	Employee 1
Employer 2	Employer 2
Self-employed Helping household member 4 3	Self-employed Helping member of the household 4 3
Unknown 9	Unknown 9

NOTE:

M.P. Registrar

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BOSNIA AND HERZEGOVINA
FEDERATION OF BOSNIA AND HERZEGOVINA
FEDERAL OFFICE OF STATISTICS
S A R A J E V O

Form DEM - 4

Law on Statistics in the Federation of Bosnia and Herzegovina
"Official Gazette of FBiH" no. 63/03 and 9/09

REVIEW OF ENTRY IN REGISTRY BOOKS

in the month of 20 . year

The obligation to submit reports is based on Article 31 of the Law on Statistics in the Federation of Bosnia and Herzegovina. Refusal to provide data, providing incomplete and inaccurate data or not providing data in the prescribed content and time limit shall result in penal provisions from Art. 43 and 44 of the aforementioned Law. The data provided in this report will be used exclusively for statistical purposes and will not be published individually. The use, confidentiality and protection of data is determined by Articles 36 to 42 of the Law on Statistics in FBiH and will be applied during the statistical processing of the subject data.

Canton _____

Municipality/City _____

The seat of the registrar _____

		Register of births						Register of the dead								Marriage register			
											violent deaths								
	POPULATED PLACE FOR WHICH ARE RUNNING SPECIAL REGISTRY BOOKS			everything enrollment						all registrations								all registrations	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			16	17	18	19	20
	IN TOTAL	X X						X X										X	X		

Remark:

Registrar:

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		Register of births						Register of the dead								Marriage register			
											violent deaths								
	POPULATED PLACE FOR WHICH WATERS ARE SPECIAL REGISTRY BOOKS			everything enrollment						all registrations								all registrations	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			16	17	18	19	20